

## FIRE/EMERGENCY EVACUATION DRILL RECORD



Monthly emergency evacuation drills are required under Colorado State Law (International Fire Code). The first drill of each school year shall be conducted within 10 days of the beginning of classes.

School Name:					Address:				
Principal/Administrator: School Year:									
2. Complete this record after each drill.							Total Staff:  Total Students:		
Date	Time Start/End	Person Conducting Drill	Notification Method Used	# Students & Staff Evacuated	* Special Conditions/Problems Simulated (e.g. primary exit doors blocked, students missing, special assistance required)	Problems Encountered	Weather Conditions	Time Required to Complete Evacuation	
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	/Administ ons: 1 2 3	/Administrator:  ons: 1. Conduct a di 2. Complete th 3. Attach list of  Time Start/End	/Administrator:  2. Complete this record after ea 3. Attach list of staff on duty and Conducting Start/End  Person Conducting Drill	/Administrator:  1. Conduct a drill once per month in accordance 2. Complete this record after each drill. 3. Attach list of staff on duty and participating e  Time Start/End Person Conducting Drill Notification Method Used	/Administrator:  1. Conduct a drill once per month in accordance with the em 2. Complete this record after each drill.  3. Attach list of staff on duty and participating each time a dri    Date   Time   Person   Notification   # Students & Staff   Evacuated   Evacuated	/Administrator:  1. Conduct a drill once per month in accordance with the emergency plan 2. Complete this record after each drill. 3. Attach list of staff on duty and participating each time a drill is conducted.  Time Start/End Time Start/End Time Start/End Drill Person Conducting Drill Notification Method Used Wethod Used Wathod Used Wath	/Administrator:  1. Conduct a drill once per month in accordance with the emergency plan 2. Complete this record after each drill. 3. Attach list of staff on duty and participating each time a drill is conducted.  Time Start/End Person Conducting Drill Notification Method Used Weshod Used Wesh	Administrator:  2. Complete this record after each drill.  3. Attach list of staff on duty and participating each time a drill is conducted.  Time Start/End Person Conducting Drill Person Conducting Drill Person Method Used Problems Simulated (e.g. primary exit doors blocked, students missing, special assistance required)  Problems Encountered Weather Conditions	

<sup>\*</sup> Drills should occur during an assembly, gym, class, recess, and with a staged variant such as a blocked exit way at least once per year.